

SCIENTIFIC LIBRARY AUDIT FORM

TO BE FILLED OUT BY EMPLOYEES WHO ARE LEAVING NCI-FREDERICK
(Note: this must be completed before the Scientific Library signs off on the Termination Check-Out List)

Your Name _____ Bldg Number _____ Extension _____

Center No. _____ Program _____ Date of Termination or Transfer _____

1. Have you used the Library before? Yes ___ No ___

If yes, please check all services that you have used:	If no, why? (check all that apply)
Did you borrow Library materials? ____	____ I did not know that Library services were available to me.
Did you request photocopies of articles? ____	____ I did not require Library support due to the nature of my job.
Did you receive tables of contents via PORPOISE? ____	____ I was able to provide for my own information needs.
Did you request materials/articles thru Interlibrary Loan? ____	____ I did not feel the Library could meet my requirements and found help elsewhere.
Did you have a Loansome Doc Code? ____	____ I worked in a faculty that was located off the NCI-Frederick Campus.
Did you request Current Awareness Alerts? ____	
Did you have a Delphion password? ____	
Did you attend classes in the Library's Computer Lab? ____	
Did you use off-site access to Library Databases & Online Journals? ____	

Move to # 6 COMMENTS section.

2. Are you permanently leaving _____, or transferring _____?

If you are transferring, what is your new:

Building No. _____ Extension _____

Center No. _____ Program _____
(NCI, SAIC, DMS, CRL)

New E-Mail Address _____

3. If you are moving to a new research institution, please check as apply:

____ They have a library.

____ Their library compares favorably to the Scientific Library.

Why? _____

____ Their library compares unfavorably to the Scientific Library.

Why? _____

____ They do not have a library.

What impact will this have on you? _____

4. What will you miss about the Scientific Library?

5. How did having access to the services of the Library affect your job?

6. COMMENTS:

RETURN TO THE SCIENTIFIC LIBRARY, BLDG. 549 PRIOR TO YOUR LAST DAY OF EMPLOYMENT.